

REGULATIONS
FOR THE
CHARITY
WORK-HOUSE,
OR
HOSPITAL
OF
EDINBURGH.



EDINBURGH:
Printed by ROBERT FLEMING,
M.DCC.L.

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Hospital of Edinburgh.

THAT the Management and Direction of the said House shall be in Eighteen, to be chosen by the Magistrates and Town-council, ordinary and extraordinary; Eighteen by the Kirk-session, whereof Two by each Session, Five by the Lords of Session, One by the Barons of Exchequer, Six by the Dean

Dean and Faculty of Advocates, Six by the Keeper and Writers to the Signet, Three by the Episcopal Clergy having Meeting-houses within the City, Two by the College of Physicians, One by the College of *Edinburgh*; the Election of these several Managers to be on any of the lawfull Days intervening betwixt the tenth and last *Tuesday* of the Month of *July*; Eighteen Merchants to be chosen by Ballot, in Manner after-mentioned, that is, every Merchant Guild-brother shall have Right to make and sign a List of Eighteen, and, at the Time to be appointed, as after specified, to put the same into a Box, which is to be under two Locks, one Key whereof is to be kept by the Dean of Guild, and the other Key by the Master of the Merchant Company, which Box is to be placed in the Town-clerk's Office on *Monday* preceeding the last *Tuesday* of *July*, and till Mid-day on said *Tuesday*, whereof Notice is to be given from all the Pulpits within this City on the *Sunday* immediately preceeding; and on *Tuesday*

Tuesday at Noon a Scrutiny is to be made, and the Election declared by any of the principal Clerks of this City, in presence of the Dean of Guild and Master of the Merchant Company, or, in their Absence, in presence of the old Dean of Guild and old Master of the said Merchant Company; Eighteen Tradesmen, whereof each of the fourteen Corporations to chuse one, the Barbers and Wigmakers to chuse one, and the Candlemakers to chuse one; the Election by the said Incorporations, and by the Barbers and Wigmakers, and Candlemakers, to be on any of the lawful Days intervening betwixt the tenth of *July*, and the *Monday* preceeding the last *Tuesday* of that Month; and the sixteen to be by them chosen, with the Conveener for the time, who is to preside, to meet the said *Monday* at the Goldsmiths Hall, or any where else the Conveener shall appoint, at three Afternoon, in order to elect other two, under this Limitation, That the Merchants or Tradesmen, in electing of their Representatives

as aforeſaid, ſhall not be at Liberty to elect any of their Number who are at the ſame time Members of any of the other Societies or Bodies who are intitled to elect Managers, as herein before mentioned: and that the Kirk-ſessions ſhall not be at Liberty to chuſe any who are at the time Members of the Town-council, or Deacons of Crafts. The Elections from the ſeveral Bodies to be reported to a General Meeting annually on the laſt *Tuesday* of *July*, and theſe Managers and Directors, or any fifteen of them, ſhall meet at the Hall in the Charity Work-houſe, at three Afternoon, the firſt *Wednesday* of *Auguſt* after their Election, and ſhall have Power to fix and ſettle ſtated Times for their own Meetings, and ſhall have in them, and the Committees to be by them appointed, the ſole Government and Management of the ſaid Hoſpital or Work-houſe, and of the Funds that do or ſhall thereunto belong, and of the Poor to lodge therein; and likewise with further Power to the ſaid Managers to make what other

Rules,

Rules, By-laws, Constitutions, or Alterations of thir Presents, as to them shall from time to time seem proper.

THAT all the Managers and Directors, or any Fifteen of them, shall meet in the Hall of the *Charity Workhouse*, at Three Afternoon, four stated Times in the Year, to wit, the first *Tuesday* of the Months of *November*, *February* and *June*, and the last *Tuesday* of *July*, for examining the Accompts, and for doing every Thing necessary for the right Management of the said House; and, besides these stated Meetings, intermediate Meetings of the whole Ninety-six are to be called, when Need requires, by the weekly Directors after-mentioned.

THAT these Managers and Directors shall, at their first Meeting in *August*, chuse a Committee of Directors, whose Number shall be Fifteen, and who shall divide themselves into three Classes, Five to attend each Week; that,

that, of the Five in Attendance, one shall visit the House each Day of the Week, except *Sunday* and *Tuesday*, that the whole, with one of the preceeding, and of the subsequent Week's Directors, to be named by the said Directors, at least Three of the Seven, who are declared a *Quorum*, shall visit at the said House every *Tuesday* at Three Afternoon, for inspecting the Management of the House, and the Behaviour of the Persons in it, for issuing Warrants upon the Person or Persons intrusted with the Funds, for Payment of what Sums may be necessary for maintaining the Servants and Poor in the House, or such as are upon Out-pension, for receiving in of the Poor, or inrolling Out-pensioners. That the said fifteen Directors, at their first Meeting in *August*, do name Five of their Number, as Auditors of the Treasurer's Accompts, whereof Three to be a *Quorum*; that one of the fifteen weekly Directors (the Ministers excepted) by Rotation, shall attend in the Hall of the said House, every *Sunday* Afternoon,

noon, if publick Worship be performed there at the usual Time; and before he leave the House he shall mark down, in a Book, where the daily Visitor is to mark his Attendance, the person's Name who preached or lectured, and who of the Servants attended there, together with the Behaviour of the People; and that the next Director, in the Order of Rotation, shall attend the catechising every *Sunday* Evening, betwixt the Hours of Five and Six; and he shall likewise mark down, on the said Visitor's Book, his Opinion of the Knowledge of the People, and Proficiency of the Children.

THE whole of the Fifteen Weekly Directors shall meet at the Hall of the *Charity Work-house* the last *Tuesday* of the Months of *October*, *January* and *May*, and the penult *Tuesday* of *June*, at Three Afternoon, each of the said Days, in order to hear read the Report made by the Auditors of the Treasurer's Accounts, and to write down in their Mi-

minutes their Opinion of the same, together with what else they may think necessary; and the same, with the whole of the Director's Proceedings, to be duly recorded, in order to be laid before the next general Meeting. And it is hereby declared, that any other of the Managers may attend the said weekly Meetings, and give their Vote together with the Directors.

THAT in order to the better Attendance of the said Fifteen Directors, the Clerk shall every Morning before Nine give Notice to the Director or Directors whose Turn it is to attend.

That in case of the Decease of any one or more of the Directors, during the Currency of the Year, or of the Treasurer, Surgeons, Master, Mistress or Clerk, hereafter to be mentioned, the next general Meeting shall supply these Vacancies, until the usual Time of their several Elections.

THAT

THAT the saids Managers and Directors shall at their general Meeting, the first *Tuesday* of *June*, appoint and chuse a general Overseer or Treasurer, who is to enter upon his Office the first Day of *July*, and who shall attend the whole Meetings of the Managers, or their Committees, and shall at the first Meeting after he receives any Monies, report the same to the weekly Directors, who is to receive, from the Person or Persons intrusted with the Funds, such Sums of Money as he shall procure Warrant for, arising from the Funds that are in his or their Hands, in virtue of the Contract between the Town Council of *Edinburgh*, and the Kirk-Sessions, out of which the Salaries and Wages, and all other Necessaries of the House, as well as the Out-pensioners, are to be paid ; and is to impress Money into the Hands of the Mistress, Clerk, Steward or others, for the Maintenance and incident Charges of the House, in such Manner as he shall be directed by a writ-

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ten Order of the weekly Committee of Directors.

THAT the said Treasurer shall make out his Accompts quarterly, viz. the first of *October*, the first of *January*, the first of *April*, and the first of *July*, and, within fifteen Days after the first Day of each Quarter, lay them before the Auditors, to be by them examined and reported to the next ordinary Meeting of the Fifteen weekly Directors. That he shall make up and deliver to the Meeting of the Fifteen weekly Directors, the penult *Tuesday* of *July*, the Accompts of his whole Year's Intronnissions, examined and signed by the Auditors; as also the State of the Expence of the Hospital, and Produce of the Work, to be by them examined and reported, with their Opinion to the Meeting of the Managers, to be held on the last *Tuesday* of *July* yearly, that the said Meeting, if they approve of his Accompts, may discharge him of his Intronnissions.

THAT

THAT the Treasurer is to inspect the Conduct of all the Persons in the House, and is to report his Observations, from time to time, to the Committee of Directors.

THE general Meeting in *August* shall chuse Nine of their Number, whereof Three a *Quorum*, as a Committee for auditing and discharging the Kirk-Treasurer's Accompts, and the Collector of the *Two per Cent.* of Poor's Money, and report the same to the next general Meeting.

THEY shall chuse one or more Surgeons to attend, and give Medicines to the Sick and Distressed, as well those who are Poor and out of the House (if they belong to the Town) as the Poor in the Work-house, or such Houses as are appointed for keeping of them. He or they shall visit the Sick in the House once every Day at least, and then to mark down, in the daily Visitor's Book, the Number of Sick in the several Houses.

THAT

THAT no Poor be admitted into the House, but such as are real Objects of Charity, and intitled to that of the Town, and that the Mistress and Clerk admit none but such as are duly inrolled by the weekly Committee, or by a written Order from any of the Fifteen weekly Managers or Treasurer, which Order is to be laid before the next weekly Committee, that they may do therein as they think proper.

Rules relating to the Master or Chaplain, who shall be chosen by the general Meeting in August.

1^{mo}, **T**HAT every Day in the Morning, and in the Evening, he shall perform publick Worship, by Prayer and Praises to God, and in the Praises give out and raise the Psalm himself. He is to officiate to the whole House in asking a Blessing, and returning Thanks at Meals.

2do, THE Publick Worship is to begin at Seven in the Morning, from the Beginning of *March*, to the Beginning of *September*; and at Eight o'Clock in the Morning, from the Beginning of *September*, to the Beginning of *March*, and through the whole Year at Seven at Night, excepting *Sunday Evening*.

IF the Master or Chaplain be a licensed Preacher, every *Sunday Afternoon*, at the Ringing of the last Bell, Publick Worship is to begin in the usual Manner, when the People are to be instructed by him, or one appointed for him, in the Way of a catechitical Lecture or Preaching, from a Text of Scripture; the first Method is reckoned more eligible, as fittest for that Audience.

3tio, THAT at the Hour of Five, in the same Sabbath Evening, the whole People are to be again conven'd in the Hall, when some of the Old, as well as the Young, are to be catechised; which Exercise

ercise is to be begun and ended with Prayer and Praises to God, and the whole not to continue above the Space of one Hour; after which, there is to be no more publick Worship that Evening.

57th, He is to visit the Sick Rooms, once every Day at least, for Prayer and Exhortation to the Sick.

58th, He is to visit one other Room of the House every Day, by Rotation, for exhorting or catechising the People, that none may be neglected to be duly instructed.

59th, He is particularly to inspect and oversee those who have the Care of instructing the Children in reading or catechising.

Rules

*Rules relating to the Mistress, who shall
be chosen by the General Meeting in
August.*

SHE is to appoint proper Persons for washing the Linens, and shall order the whole House to be washed every Monday Morning, and the Stairs and Entries to be washed again every Wednesday Morning; the Rooms to be swept once a Day, and the Beds to be made and swept below: She is likewise to order the Diet of the whole House every Day: She is to have Authority over the whole Poor of the House, the Old as well as the Young, and when any of them are guilty of any Faults or Idleness, she is to reprove and correct them: She is to take care that all Persons in the House, who are able, be every Week-day employed in such Work, or Parts of Manufactory, as they are capable to perform, or of being taught; particularly she is to employ, by Turns, such of the Girls as are capable, in washing of Cloaths,

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washing

washing the House and Stairs, making of Beds, working in the Laundry or Kitchen, and going to Market to see Meat bought, and assist in carrying it home, in order to fit them for Service: She is to have the Charge of all the Furniture in the House, and all the Utensils in the Kitchen, an exact Inventory of which is to be made out betwixt the first and fifteenth Day of June yearly, and the same Inventory to be signed by her and the Clerk, which is always to be open to the Managers or Treasurer.

Rules relating to the Clerk, who is to be chosen by the General Meeting in August.

HE shall keep a Register of the Names, Ages and Designations of all who are admitted into the House, and of the Time of their Entry and Death, or when any of them go out of the House; which Book shall be weekly laid before the ordinary Managers, and

and is to be taken Notice of in their Minutes, at least once a Month.

HE is to order the Windows to be opened for airing of the House, as oft as is needful, and to take care that all the Fires be extinguished against Nine o'Clock at Night, excepting such Fires as are necessary for the Sick.

HE is to write down in Books, to be kept for that Purpose, the Minutes of all the General Meetings, and of the different Committees appointed by them.

HE is to keep an exact Account of the Names and Designations, and what and when Monies are paid to quarterly and weekly Pensioners, duly inrolled by the weekly Directors; also, what Supplies are given out to Persons or Families upon extraordinary Occasions.

HE is to keep distinct Accounts of Lint or Wool to be spun, Whips or other Goods to be manufactured, the
Name

Names and Designations of the Employers, and of the Persons employed, the Produce of their Work, and the Premiums of the Two-pence of the Shilling paid them, and others employed in Services in and about the House.

Rules relating to the Steward or Butler, who is to be chosen by the Weekly Directors.

HE or she shall note down every Day the Number of the Family, and keep a particular Account of what Meal, Ale, Coals, Candle, Salt, and other Provisions is delivered in to him or her, and the Quantity of each Sort of Provisions used each Day: He or she shall take care that the whole Meat and Drink be wholesome and good, right prepared, and seasonably given: His or her Accompts shall always be open to any of the Managers or Treasurer, and he or she shall lay the same before the Committee weekly.

Rules

Rules relating to a Master Weaver, who shall likeways be chosen by the Fifteen Weekly Directors.

HE shall be well recommended by several Masters of the Incorporation of Weavers in *Edinburgh*, as a Person duly qualified to teach and instruct Boys, that may be put to the weaving of Woolen or Linen Goods. He is to oversee and direct all the old Men in the House, who have been Weavers, and are still capable of weaving, as well as any Servants or Journey-men that the weekly Committee employs in the Manufactory; and have the Care and Inspection of all Utensils, Materials and Goods of all the Manufactory belonging to the Hospital, and be accountable for the same to the weekly Directors. He shall receive in all Wool in the Fleece, and deliver the same for combing, give out the combed Wool for spinning, and receive the same in Yarn, with due Care that it be of a proper

proper Length and Tale, which is to be regularly kept by him in Books for that Purpose. He is duly to sort and scour all the Yarn; warp the Webs, and deliver the Warps and Woofs, duly weighed, and entered in his Journal accordingly, to the Journeymen, Apprentices, Boys, or others belonging to the Hospital, and receive the same, duly weighed, back again. He shall, at least once a Day, go over the whole Looms, and give proper Directions upon Delivery of every Warp. He shall certify the Journeymen, that if the Goods are not sufficiently manufactured, they shall be cast upon their own Hands, and they obliged to pay the Value of the Worsted or Linen Yarn; or shall deduct from their Wages so much as the Committee shall think the Goods worse than they ought to be. He shall take all due Care that as little Waste be made as possible by the Boys or Girls in winding and bobbing. He shall oversee and direct the whole Boys and Girls employed in spinning, or such Persons who are appoint-

appointed to teach or keep them at their Work : And he is hereby required to chastise and correct any of the Boys, and to complain to the Mistress, that she may chastise and correct any of the Girls who slight or neglect any of whatsoever Work is put into their Hands by him. He is to receive Directions, as to his Conduct, from the weekly Committee, who, upon his Failure, may admonish him, and, if they find Reason, may suspend or turn him out of his Office.

THAT all the Overseers of the House be strictly enjoined to mind their proper Work, and none suffered, on Pretence of superior Power or Authority, to controul, or give Orders to one another therein : But, as it is the unquestionable Duty of every one to promote the Welfare, and prevent the Hurt of the Family, and preserve Peace and good Order within Doors, therefore if any of the said Office-bearers shall find Fault with one another's Conduct,
he

he or she shall not only be prohibit to quarrel, and far more to use opprobrious Language, or give bad Names, but even discharged to reprove one another in Presence of any of the Members of the Family, but be enjoined, on such Occasions, to advise the Party offending in private; and if he or she shall not be convinced of the Wrong, and promise Amendment, to complain to the ordinary Director or Directors, who shall take the same under Consideration, and determine as they see Cause, reserving always Power to the Parties who think themselves aggrieved, to appeal to the next General Meeting; and that no Complaint be received by the General Meeting, but such as have been first laid before the weekly Committee, and brought from thence either by Reference or Appeal; and that in all such Cases no General Meeting shall give Judgment, unless Fifteen Members at least be present, distinct from the weekly Managers, without Prejudice to these
last

last, to reason and vote in all such References or Appeals.

Rules relating to the Brewer, who shall be chosen by the weekly Committee.

HE shall malt all the Barley, so soon as Barns and a Steep is provided. He shall brew all the Ale, and distill all the Spirits, used in the House. He shall duly mark down the Quantity of Barley or Malt he receives, with their Produce, and shall be accountable to the weekly Committee or Treasurer for all the Draff and Barm. He shall have the Care of all the Utensils for Malting, Brewing or Distilling.

THE Steward and Master Weaver shall always continue in the Hall while the People are at Meat; and if any of them be necessarily absent, the Mistress shall attend.

THE Mistress, Clerk, Steward or Butler, one or more of them, shall always

ways attend at publick Worship, *Sundays* as well as *Work-days*.

THE Mistress to chuse, with Consent of the Committee, one Woman-servant, who shall be employed in and oversee the Washing and Dressing of Linens, &c.

THE Managers declare, that notwithstanding any Agreement with any of the Servants of the House, yet in case of any irregular Behaviour or Incapacity, which, if observed or complained of, is to be examined into, so far as concerns the Master, Mistress and Clerk, by the next general Meeting of Managers, so far as relates to the under Servants, by the Directors, that upon Conviction they are to be dismissed.

THAT the Provisions, Cloaths and Materials for Work, the Work proper for particular Persons, and the Disposal of what is manufactured to the Best Advantage, be ordered by the Directors
for

for the Week, and the Particulars of the whole to be entered by the Clerk in a proper Journal and Ledger, in such Manner that the whole Expence of the House, and the Profit of the Poores Work, may be seen at one View ; which Books are to be open to any of the Directors or Contributors, when they please to inspect the same.

THAT it be recommended to the Ministers to catechise the Poor in the House, and inspect their Morals, by Turns.

THE Magistrates having given Directions to their Officers and Soldiers of the Town-guard, to take up such Vagrants as they find begging at Doors, or on the Street, the Directors are to be careful in causing seize such Vagrants wherever they can be found.

WHEN the Directors think any of the Boys sufficiently educated, the Clerk, at their Direction, is to engage them,
by

by Indenture or otherways, in the Service of any Farmer, Tradesman, or any other Person who inclines to take them, and obliges himself to supply them with Food and Cloathing. And in like Manner as to the Girls, when they are fit for Service or a Trade, the Hospital to send them out well cloathed, and being ready to receive them again in case of Sickness, till they recover, if their Master desires it.

Rules relating to the Nurses.

THERE shall be proper Nurses appointed to attend the Sick, who shall be obliged to keep the Rooms, and every thing about the Sick clean. When there has been any malignant Distemper, or when the Sick Person dies, the Bed-cloaths, and the whole Room where the Sick Person lay shall be washed, before any other shall ly in it. The Nurses shall be accountable to the Mistress of the House for the Cloaths, and every thing else belonging to the Deceast.

THERE

THERE shall Women be appointed to attend the Children, who are to have them wash'd, comb'd and dress'd every Morning. All these Nurses are to be subject to the Mistress, and receive Directions from her.

Rules relating to the Poor.

THAT all Persons enrolled shall, before their Admission, be examined by the Surgeon and Nurse, whether they have any infectious Distemper, and shall be washed as soon as they are taken in, if it may be without Prejudice to their Health; such as are found to be nasty shall be put into particular Rooms, and not be removed until they are perfectly clean.

THAT new Cloathing be given to such of the Poor as shall need it, on their Admission, and the old Cloaths cleaned and mended for the Use of the House.

ALL who go out of the House without Leave, or who bring in strong Liquors to the House, or who are found drunk, or who shall swear, curse, or disturb the House with Clamour, or who shall not regularly attend Divine Worship, when they shall be able, or who shall ask Money from those who come to see the House, or shall beg any where else, shall for the first Fault, lose their next Meal; for the second, be denied Victuals for a whole Day, and locked up in a Room, for the third Fault, shall be punished as the Magistrates shall think fit: Excepting Children under Ten Years of Age, who are otherways to be corrected, according to the Demerit of their Fault.

WHOEVER are found stealing any Goods belonging to the House, or any other Person, Care shall be taken that they be punished as the Law directs.

THAT

THAT all who shall be employed in any Labour shall constantly repair to such Rooms in the House as are appointed for that Purpose, where they shall work orderly at such Business, and so many Hours as the Directors shall appoint to each of them, according to their Age and Ability ; whoever shall neglect or refuse to do this shall be punished as the Magistrates shall think fit.

THAT, to encourage the Poor to work, there shall be allowed to each of them Two-pence of every Shilling their Work produces.

THAT all Persons in Health, both young and old, shall be out of their Beds at the ringing of the Morning Bell, which shall be rung in the Months of *January* and *February* at Seven o'Clock, in *March* at Six, from the first of *April* to the End of *August* at Five, in *September* at Six, in *October* at Seven, in *November* and *December* at **Eight** : And that all go to Bed, from the first of *March* to the
End

End of *September*, at Ten o'Clock at Night, and from the first of *October* to the End of *February* at Nine, and the Doors shall be lock'd at Ten every Night,

EACH Person shall change his Linens once every Week at least.

IN accommodating the Poor, Regard is to be had to the different Stations of Life they have formerly been in, which is to be at the Discretion of the Directors for the Week.

F I N I S.



